

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Job Description: Coordinator of Career Education

BASIC FUNCTION:

Under the direction of the Director of Social Emotional Support, the Coordinator of Career Education will lead the alignment of Career Technical Education curriculum, activities, and counseling efforts with post-secondary institutions. The Coordinator of Career Education will strategically integrate career education within our K-12 school system and organize related school counseling efforts to include early college credit attainment, industry certifications, and other work-based learning opportunities. Based on the essential elements of high-quality career pathways, they will build the imperative for school counselors to help students explore, plan, and pursue careers that reflect their passions, skills, and life goals.

The Coordinator of Career Education will provide expertise in all aspects of career counseling and instruction related to K-16 career education. This position will serve as a resource in the development of career counseling components such as: regional career exploration, public perception of CTE, high school to college to workforce transitions, counseling competencies in accessing, interpreting, and applying relevant data, and counseling support.

The Coordinator of Career Education will additionally conduct accountability studies that will serve to develop career pathways, articulation with post-secondary institutions, and assess the career education needs of the district. The Coordinator of Career Education will build stronger pathway experiences for students through building a diverse set of work-based learning opportunities that include awareness, exploration, preparation, and training. They will create and sustain purposeful professional development with regional business/industry partners in the efforts of successful implementation of career counseling and exploration up to and through post-secondary institutions.

ESSENTIAL DUTIES:

- Provide leadership and expertise to districts regarding all aspects of curriculum and instruction related to Career Technical Education (CTE) programs; plan, organize, develop, recommend, and evaluate curricular programs and processes; establish and monitor curriculum goals and objectives
- Communicate regularly with secondary and post-secondary counseling personnel with the aim of addressing and reducing rhetorical dissonance and creating consistent counseling practices regionally
- Collect and evaluate relevant student and economic data that is both quantitative and qualitative.
- Leverage other career pathway initiatives and resources, and implement the use of common tools in career and transition planning
- Provide resources to shape and support the expanded role of school counselors in the K-12 career education domain

- Attend regular meetings with the Orange County Department of Education career education and grant coordinators, school counselors, K12 Strong Workforce Technical Assistance Providers, adult education South Orange County Region Consortium, and other counseling coordinators
- Assist administration with the placement of CTE courses in the master schedule
- Develop grant project proposals, prepare applications, and complete related compliance data, documentation, and reports; conduct special studies or research
- Responsible for identifying and integrating career-focused learning opportunities in the K-12 core content areas and adult education program
- Provide professional development for staff, teachers, and counselors that aligns with the district's Learner Profile outcomes and learning experiences.
- Creates marketing tools to advertise the career education programs and pathways to the greater community
- Establish and maintain relationships with businesses, local workforce agencies, and education partners for the purpose of providing work-based learning experiences, such as pre-apprenticeships, apprenticeships, industry certifications, internships, mentorships, and early college credit support

OTHER REPRESENTATIVE DUTIES:

- Maintains professional competence through in-service education activities and professional learning communities provided by the District and/or self-selected professional growth activities
- Perform other related duties as required and assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Career and Technical Education
- Current CTE trends, national and state standards, frameworks, and model curriculum, effective staff development practices, techniques, and delivery systems
- Instructional strategies, including project-based learning principles
- Orange County graduation requirements and options for college and career readiness
- 21st-century skills
- Techniques and practices that will facilitate collaboration with staff
- Modern principles and practices of program development and implementation
- Socio-economic and cultural background differences of Orange County students and supportive programs, resources, and pathways to achieve post-secondary goals

Ability to:

- Build and maintain strong relationships and communicate effectively across the region and post-secondary institutions
- Plan, organize, and develop programs that prepare students for college and/or career
- Implement research, collect and analyze data, and prepare reports; collect and evaluate student data
- Establish and maintain effective work relationships with those contacted in the performance of duties
- Identify and connect schools with innovative and creative opportunities to prepare students for college and career readiness
- Work independently
- Make decisions in the best interest of students
- Organize tasks, set priorities, manage multiple tasks, and meet deadlines
- Communicate effectively in writing and verbally

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Professional appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills and information
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Ability to work within short timelines
- Commitment to professional courtesy
- Commitment to high standards
- Commitment to professional responsibility
- High intrinsic motivation

MINIMUM QUALIFICATIONS:**Education/ Experience:**

- Master's Degree, including a valid California Pupil Personnel Services credential authorizing service in school counseling
- Successful secondary-school counseling experience, preferably in a comprehensive high school setting
- Administrative Services credential preferred, but not required

Certification/Licenses Required:

- Valid California credential authorizing service in school counseling
- Valid California Motor Vehicle Operator's License is recommended

WORKING CONDITIONS:**Environment:**

- Indoor office and classroom environment
- Moderate to loud noise levels

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently sit, stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell
- Ability to frequently lift and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus for purposes of reading documents, spreadsheets, diagrams, labels, and other printed matter
- Ability to communicate, hear, and understand speech at typical levels in person and on the telephone

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, multimedia, and computer equipment

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to learn the procedures, functions, and limitations of assigned duties

Work Year: 211 days

Salary Range: Certificated Coordinator Salary Schedule